

Office of Human Resources

Personnel Newsletter

March 2001

Religious Observances

The Federal Employees Flexible and Compressed Work Schedules Acts of 1978 made it possible for Federal employees to observe the various established religious holy days of their faith; for example, Good Friday, Yom Kippur, etc. Whenever practical, employees who wish to attend or participate in religious observances will be granted annual leave, leave without pay if annual leave is not available, or compensatory time off. In order to earn compensatory time for religious observances, employees may work compensatory overtime before or after the grant of compensatory time off. Advanced compensatory time off should be repaid by the appropriate amount of compensatory overtime worked within 7 pay periods following the pay period in which it was used. Overtime pay provisions do not apply to compensatory work performed for religious observances.

It's Never Too Early to Plan for your Future

This year the Organization Development & Training Office will offer the following retirement planning seminars in Bldg. 500, Auditorium:

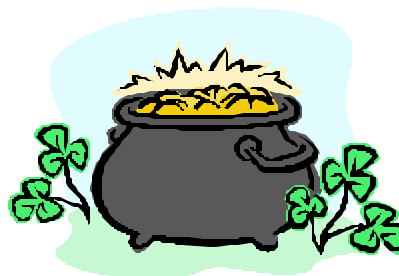
Retirement Planning Seminar – April 25, 26, & 27, 2001 (8:30 a.m. to 4 p.m.) – Targeted for all employees who plan to retire from Federal service. The time to attend this seminar is now, regardless of how far away from retirement you are. This seminar is being offered exclusively for NASA Glenn employees.

Retirement Planning Seminar – Sept. 18, 19, & 20, 2001 (8:30 a.m. to 4 p.m.) – Topics covered will be the same as the April seminar. In addition to GRC employees, approximately 100 seats will be offered to Federal employees in the greater Cleveland area in cooperation with the Cleveland Federal Executive Board.

You and I and Your Federal Retirement – Sept. 19, 2001 (6:30 p.m. to 9:30 p.m.) – An evening seminar for spouses of civil service employees to learn about the Federal retirement program and the impact it will have on their retirement years together.

Mid-Career Planning - April 23 & 24, 2001 (8:30 a.m. to 4 p.m.) – For GRC Federal employees with more than 5 years of service and who are at least 5 to 10 years away from retirement.

Retirement Refresher – Sept. 21, 2001 (8:30 a.m. to 2:30 p.m.) – For employees who have taken a retirement seminar and would like to have information updates.



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Tips from Training (Organization Development & Training Office)

Confused about when and how to complete a training application (NASA C-478)? There are two main ways to apply for training: One involves a nomination process and the other involves a training application.

Training Requiring Nomination Process

- Short courses/onsite academic/briefings announced via Today @ Glenn
 - ✓ Notify your supervisor of interest
 - ✓ Supervisors submits name to division/directorate training contact
 - ✓ Directorates/Staff Offices forward their prioritized list of nominations to OD&TO
 - ✓ OD&TO confirms nominees selected **OR** sends nonselection notification via e-mail
- Headquarters programs, Fellowships, PDP's – see program specific instructions

Training Requiring a Training Application, NASA C-478

- Academic (undergraduate or graduate level training provided by an accredited institution)
- Individual offsite, nonacademic courses (training that does not count toward a degree)
- All Conferences/Symposiums/Meetings
- The NASA C-478 should be stocked by your organization

To Avoid Delays in Processing Your NASA C-478:

- All training applications must be signed by your supervisor and your organization's training approving official and submitted at least 30 days prior to the first day of training.
- Employees must complete blocks 1-22 and attach a copy of the course information or conference brochure. If you found out about the class/conference on the Internet, print that information and attach it to your training request. Make sure the attachment includes information about the class, a phone number, and a fax number.
- If the class/conference information contains a registration form, please make sure you fill it out and include a copy with the C-478.
- Participants must register themselves after OD&TO approval, unless they are notified otherwise.
- Training costs exceeding \$2,500 will require you to submit a sole source justification, NASA C-479. This form is available through Informed Filler.
- A Purchase Order or green copy of C-478 will be returned to you once you are approved for the course (Do not enroll in a course of any type until you receive an approved copy, or you could end up paying out of your own pocket!)
- Like all other official documents, you should retain a copy of approved training requests for your records.
- On completion of the training, you will receive an evaluation form. Please complete the form in a timely manner and return it according to the directions on the form. This evaluation is the trigger that ensures you get credit in your training history for attending the class.

Exceptions:

- Some vendors do not accept a Government purchase order and in order to attend you must pay for the class/conference with your Government Travel Card and then request reimbursement. As with all training, you must submit a training request and receive approval prior to registering.
- If the training is within a 50-mile radius of GRC, an SF 1164, Request for Reimbursement form will be returned along with your approved copy. On completion of the training, you need to complete the form, attach a receipt to show you paid for the training, and return it according to the directions on the form.
- If the training is further than 50 miles from GRC, travel orders are required. You should use your travel credit card to pay for the class/conference. When the travel/training is completed, you request reimbursement on your travel voucher.

INDIVIDUAL DEVELOPMENT PLANS (IDP's)

The Center's Personnel Policy Statement on Individual Development Planning was established in 1996 with the philosophy that employees must have the opportunity of discussing development plans with their supervisors and developing an IDP. Soon after, each employee received a guidebook that provided an overview of the value and benefits of an IDP, the roles and responsibilities in carrying out the process, and the expected process itself.

In a nutshell, employees learned that they are primarily responsible for their own professional development and that the Individual Development Plan (IDP) would prove to be a useful tool for career guidance discussions with their supervisor. They also learned that IDP's have other benefits, such as tracking progress of career growth and serving as action plans that focuses on goals that are in line with organizational goals.

Anyone who is new to the IDP process or simply wants a refresher can locate the IDP policy and guidebook on the Organization Development & Training Office's (OD&TO) website at <http://www.grc.nasa.gov/WWW/ODT/> by clicking on the "Development Planning (IDP)" button.

When they are ready to draft their IDP, employees are encouraged to use the "smart" IDP form, developed by the Glenn's Computer Productivity Engineering Team (CPET) and located in Microsoft Word. This user-friendly form can be located by clicking on

- "File," then
- "New", and
- select the NASA Forms tab, then double click
- the icon called IDP.dot.

A tool bar appears when the form comes up on the computer screen. Users who click "General Help" on the toolbar will get, in layman's terms, explanations and samples of developmental goals, developmental opportunities, and knowledge/performance objectives. The toolbar also contains other handy features, such as spell check and a list of action verbs.

The OD&TO also provides personal assistance in a variety of ways. For example, upon request, two workshops are available: (1) "IDP Overview for Managers & Supervisors, and (2) "How to Construct an IDP," and can be conducted on a one-on-one basis or for an entire workgroup. Employees may also choose to have an individual demonstration of the "smart" form or a consultation with a Training Office Specialist. To explore options that meet your needs, call Judy Budd of the Organization Development & Training Office at extension 3-5580.

NASA EXTERNAL AWARDS

Every quarter, the Center receives requests for nominations for a wide variety of non-NASA Awards. A call letter with nomination criteria summaries is sent to the directorate offices for distribution. Please call the Awards Office at extension 3-2848, for specific information.

The following is a list of non-NASA External Award solicitations due this quarter, April to June 2001:

Admiral Luis De Florez Flight Safety Award
AIAA Fellow, Associate Fellow, and Honorary Fellow
Aviation Week and Space Technology –
Distinguished Service Award
Dr. Nathan Davis Awards
Energy Leadership Award
Federal Property Manager of the Year
Government Technology Leadership Awards
GSA Achievement Award for Real Property
Innovation
Hispanic Engineer National Achievement Award
John N. Sturdivant National Partnership Award
Katharine & Margorie Stinson Award for Achievement
Laura Taber Barbour Air Safety Award
National Medal of Science
Nevada Medal
OPM Director's Award for Outstanding Employee
Health Services Programs
OPM Director's Award for Outstanding Alternative
Dispute Resolution
OPM Director's Pillar Award
William A. Jump Memorial Award
Women of Color Technology Awards

Buyout Results

Five employees took advantage of the recently offered buyout opportunity. Separations occurred between January 30 and February 16, 2001.

FY00 EMPLOYEE RELATIONS ACTIVITY

Employee Relations is the personnel function that centers on establishing and maintaining employer-employee relationships that contribute to satisfactory productivity, motivation, morale, and discipline. Managing employee conduct through the use of corrective action is a significant part of the employee relations function.

A summary of the Center's FY00 Employee Relations Activity is listed below.

DISCIPLINARY/ADVERSE ACTIONS	ISSUE
5 Reprimands	3 Misuse of Government Resources 2 Misuse of Position (Government credit card)
1 Alternative Discipline Letter in Lieu of 14-Day Suspension	Misuse of Resources/Misrepresentation of Facts
2 Suspensions	Inappropriate Conduct
1 Resignation after receiving proposed Change to Lower Grade	Misuse of Position
OTHER EMPLOYEE RELATIONS ACTIVITY	ISSUE
1 Performance Warning	Failure to meet training requirements
2 Performance Improvement Plans	Failure to meet critical elements

For your information, a list of employee relations disciplinary terms follows:

ADVERSE ACTION - Formal corrective action taken for disciplinary and nondisciplinary reasons ranging from suspensions of more than 14 calendar days, furloughs of 30 days or less, reduction in grade or pay, to removal.

COUNSELING - Placing an employee on notice that his/her conduct is inappropriate/unacceptable. This may be done verbally and/or in writing.

DISCIPLINARY ACTION - Formal corrective action ranging from reprimand to 14-calendar-day suspension, including letters of discipline.

LEAVE RESTRICTION - A notice that informs an employee that his/her use of leave is being restricted, usually requiring leave be requested in advance and sick leave absences be supported by acceptable medical documentation.

LETTER OF DISCIPLINE - A written disciplinary action that is taken in lieu of a formal suspension action and is temporarily recorded in the Official Personnel Folder.

LAST CHANCE AGREEMENT - An agreement that provides an employee a firm choice between rehabilitation and removal. It constitutes an employee's last chance to remain employed by the Center.

REASONABLE ACCOMMODATION - Adjustment made to a job and/or working environment enabling a qualified applicant or employee with a disability to perform the essential duties of the job to which s(he) is assigned.

REPRIMAND - An official written rebuke that is placed in the Official Personnel Folder for up to 2 years.

REMOVAL - Separation of an employee for unacceptable conduct or performance.

SUSPENSION - Placing an employee, for disciplinary reasons, in a temporary status without duties and pay. Suspension actions are permanent records in the Official Personnel Folder.

